



IELA

Idaho English Language Assessment

2006

Test Coordinator's Guide

How to use this guide. This guide is designed to be used by Test Coordinators—at both the school and district levels—for the 2006 Idaho English Language Assessment. Test Coordinators should read through this manual to become familiar with its contents, then use it as a reference tool throughout the assessment process.

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Assessment Overview & Calendar

What: The annual Idaho English Language Assessment (IELA)

When: The testing window is March 1 through April 14, 2006.

Who: All students who have been identified as “limited English proficient” (LEP) will take the IELA. An LEP student is an English language learner specifically identified for a language development program for whom LEP funding was received. Schools/Districts may also opt to test any LEPX students who are still within the 2-year monitoring period after exit from an LEP program.

Why: Annual statewide assessment is federally mandated by the No Child Left Behind Act of 2001.

The IELA measures proficiency in listening, speaking, reading, writing, and comprehension. (The comprehension score is a composite score based on the Listening and Reading sections.)

Key Dates

November 1 - 14	Count Collection (IELA Online System)
December 5 - 13	Regional training sessions
January 3 - 13	Pre-ID Process (IELA Online System)
February 1	Deadline for ordering Braille or Large-Print test forms
February 7	Test materials shipped to District Test Coordinators
March 1 - April 14	Testing window
April 21	Deadline for schools to return answer documents & all other test materials to District Test Coordinator
April 25	Deadline for District Test Coordinator to ship answer documents and all other test materials to TASA Scoring Services (must be received by 5/2)
July	Score reports accessible to District Test Coordinators on the IELA Online System
July	Score reports mailed to districts

Contact Information

Examiners should take their IELA questions to the School Test Coordinator. The School Coordinator should take his or her questions to the District Test Coordinator. The District Coordinator can contact the agencies listed below.

Contacts

For questions concerning who should be tested	Wendy St. Michell, LEP Program Manager, Idaho Office of the State Board of Education (OSBE) Wendy.St.Michell@osbe.idaho.gov
For questions related to Pre-ID	call Pre-ID Helpline at 1-800-507-9025
For the Locator Tool and how to use it	www.boardofed.idaho.gov/lep/LEPAssessment.asp
To request a Braille or Large-Print edition of a test form, or a Listening script	use the IELA Test Accommodations Order Form, which can be downloaded from: www.boardofed.idaho.gov/lep/LEPAssessment.asp
To request test materials for new students (District Test Coordinator only)	use the School Counts Worksheet, which can be downloaded from: www.boardofed.idaho.gov/lep/LEPAssessment.asp
For questions relating to test administration	email the IELA Coordinator at ielat@tasa.com
For questions about packing & shipping test materials & answer documents to TASA Scoring Services	email the IELA Coordinator at ielat@tasa.com
After testing, return answer documents and all other test materials via UPS to:	TASA Scoring Services 4 Hardscrabble Heights Brewster, NY 10509-0382 (UPS Return Labels are provided)

Overview of Test Materials

Test Levels. The IELA has 5 grade spans. Students must be tested with forms that correspond to their grade in school. No off-level testing is permitted.

2006 IELA Materials by Grade Span

Grade Span	Materials per Student	Materials per Examiner
K	Listening/Speaking/Reading Test Form A Answer Sheet Form A	Examiner Manual Form A Listening CD Form A
1-2	Listening Test Form B Speaking Test Form B Reading/Writing Test Form B1 or B2	Examiner Manual Form B Listening CD Form B
3-5	Listening/Speaking Test Form C Reading/Writing Test Form C1 or C2 Answer Booklet Form C	Examiner Manual Form C Listening CD Form C
6-8	Listening/Speaking Test Form D Reading/Writing Test Form D1 or D2 Answer Booklet Form D	Examiner Manual Form D Listening CD Form D
9-12	Listening/Speaking Test Form E Reading/Writing Test Form E1 or E2 Answer Booklet Form E	Examiner Manual Form E Listening CD Form E

Demonstration Materials. For all grade spans except Kindergarten, teachers will need an extra copy of each of the student materials for demonstration purposes (with the exception of Speaking Test Form B).

Reading/Writing Forms. For all grade spans except Kindergarten, there are two Reading/Writing forms of differing difficulty. Form 1 is for Beginners; Form 2 is for LEP students who are Intermediate or Advanced in reading and writing English. Determination of student level for the purposes of IELA testing can be based on teacher knowledge of the student's classroom work, or on the teacher's use of the Locator Tool. The level of most students was determined at the time of the Count Collection process in November. However, the Locator Tool is still available on the Idaho OSBE website (see Contact Information page), if needed.

Overview of Administration Times

Time Needed for Testing. Administration time varies with test level and is summarized in the chart below. Note that the entire Kindergarten Test is individually administered, as is the Speaking Test at all levels. Where it is feasible to combine two parts of the test, we have noted the estimated length of a combined session. One should remember that the IELA is an untimed test and some students may need more time.

These estimated times do not include the time needed to organize the groups, hand out test materials, or retrieve test materials, since that time varies with the size of the group. Note that, except at the Kindergarten Level, Groups 1 and 2 (Beginner and Intermediate/Advanced students) take different Reading/Writing forms and must be tested in separate sessions.

Estimated Test Administration Times

Section	Group or Individually Administered	Estimated Time	Estimated Time for a Combined Session
Kindergarten			
Listening (A)	Individual	35-40 mins.	S/R together 25-30 mins.
Speaking (A)	Individual	12-15 mins.	
Reading (A)	Individual	12-15 mins.	
Grades 1-2			
Listening (B)	Group of 5-7	30 mins.	R/W (B1) together 25 mins.
Speaking (B)	Individual	12-15 mins.	
Reading (B1)	Group of 5-7	10 mins.	
Writing (B1)	Group of 5-7	15 mins.	R/W (B2) together 35 mins.
Reading (B2)	Group of 5-7	15 mins.	
Writing (B2)	Group of 5-7	20 mins.	

continued on page 8

Overview of Administration Times

Estimated Test Administration Times *(continued)*

Section	Group or Individually Administered	Estimated Time	Estimated Time for a Combined Session
Grades 3-5			
Listening (C)	Group	40 mins.	
Speaking (C)	Individual	12-15 mins.	
Reading (C1)	Group	15 mins.	R/W (C1) together 30 mins.
Writing (C1)	Group	15 mins.	
Reading (C2)	Group	15 mins.	R/W (C2) together 30 mins.
Writing (C2)	Group	15 mins.	
Grades 6-8			
Listening (D)	Group	40 mins.	
Speaking (D)	Individual	12-15 mins.	
Reading (D1)	Group	15 mins.	R/W (D1) together 35 mins.
Writing (D1)	Group	20 mins.	
Reading (D2)	Group	30 mins.	R/W (D2) together 60 mins.
Writing (D2)	Group	30 mins.	
Grades 9-12			
Listening (E)	Group	45 mins.	
Speaking (E)	Individual	12-15 mins.	
Reading (E1)	Group	20 mins.	R/W (E1) together 40 mins.
Writing (E1)	Group	20 mins.	
Reading (E2)	Group	30 mins.	R/W (E2) together 60 mins.
Writing (E2)	Group	30 mins.	

District Test Coordinator's Checklist

BEFORE TESTING:

☐ **Do Online Count Collection.**

IELA Online System was open for count collection November 1-14, 2005. Test materials shipped to districts in February will be based on the numbers submitted, plus some overage.

☐ **Attend an IELA Training Workshop.**

December 5-13, 2005.

☐ **Do Student Pre-ID.**

Verify/edit student Pre-ID information at IELA Online, January 3-13.

☐ **Receive and distribute materials to schools.**

You will receive IELA test materials packaged by school, plus District, School, and Examiner ID Sheets, and Student Barcode Labels. These materials will be shipped to you around February 7. Please keep the box, as it will be used for returning materials to TASA. Distribute packages to schools. You will also receive some overage, which you may distribute to any school that needs additional materials.

☐ **Request materials for new students, if necessary.**

If the overage provided is not sufficient to cover any additional materials needed by schools for new students, download the School Counts Worksheet from www.boardofed.idaho.gov/lep/LEPAssessment.asp and fax it to the IELA Coordinator at 845-277-8104. If schools indicate that the materials included in their shipment do not match the materials on the packing slip, email the IELA Coordinator at ielat@tasa.com immediately.

☐ **Communicate the importance of maintaining test security.**

Make sure all School Coordinators understand the need to keep these test materials secure before, between, and after testing sessions. They should be aware that there are actual test questions in the Examiner Manual, so this too must be kept in a secure location.

☐ **Inform School Coordinators that the testing window is March 1 - April 14, 2006.**

Let the School Coordinator know that the completed answer documents, along with all used and unused test materials, must be returned to you by April 21.

AFTER TESTING:

☐ **Receive a stack of Scoring Services envelopes plus all used and unused test materials from each School Coordinator.**

Make sure a completed School ID Sheet is on top of the stack of Scoring envelopes from each school.

☐ **Fill out the District ID Sheet.**

This summarizes the number of answer documents being returned by each participating school in the district. Put the District ID Sheet on top of the contents of Box #1 (if more than 1 box is used) when packing. Note that all test materials are security coded and will be scanned upon receipt. All test materials must be accounted for.

☐ **Pack and ship answer documents plus all used and unused test materials to TASA Scoring Services by April 25, 2006. Materials must be received by May 2nd.**

See the directions on page 15 for the return of materials. Ship via UPS using the UPS Return Label(s) provided.

School Test Coordinator's Checklist

BEFORE TESTING:

☐ **Receive assessment materials.**

You will receive IELA test materials from your District Test Coordinator about 2 weeks before the testing window. Verify materials received against the packing slip.

☐ **Check that you have sufficient quantities of test materials.**

Use the Distribution Tables sheet to make sure you have the appropriate materials in sufficient quantities for all LEP students in your school, as well as any LEPX students you pre-registered. If you need additional materials, contact your District Test Coordinator immediately.

☐ **Distribute materials to examiners.**

Distribute test materials, Examiner Manuals, Scoring Services envelopes, Examiner ID Sheets, and Student Barcode Labels to all examiners. Additionally, distribute paper strips for bundling scannable test booklets to examiners of students in grades 1 and 2.

☐ **Implement procedures to maintain test security.**

Make sure all examiners understand the need to keep these test materials secure before, between, and after testing sessions. They should be aware that there are test questions in the Examiner Manual, so manuals also must be kept in a secure location. They should be aware that all test materials are security coded and must be accounted for at the end of the testing window.

☐ **Plan training for examiners who were unable to attend IELA Regional Training sessions.**

See Training Examiners (page 14) in this manual.

☐ **Schedule testing sessions.**

The testing window for the 2006 IELA is March 1 - April 14. Refer to the charts in this manual (pages 7-8) or in each Examiner Manual for timing of tests.

AFTER TESTING:

☐ **Collect completed answer documents in Scoring Services envelopes from teachers.**

Check Scoring envelopes for completeness. Make sure that a green Examiner ID Sheet has been filled out and accompanies each set of answer documents in the Scoring envelopes. It should show through the window.

☐ **Fill out the yellow School ID Sheet.**

This summarizes the number of answer documents being returned. Follow the directions on the sheet.

☐ **Give the stacked Scoring Services envelopes along with all test materials, used and unused, to the District Test Coordinator by April 21.**

Note that all test materials are security coded and will be scanned upon receipt at TASA. All test materials must be accounted for.

Overall Coordinator's Checklist

(for Districts with a Single District/School Coordinator)

BEFORE TESTING:

☐ **Do Online Count Collection.**

November 1-14, 2005.

☐ **Attend an IELA Training Workshop.**

December 5-13, 2005.

☐ **Complete Pre-ID process on-line.**

January 3-13.

☐ **Receive, check, and distribute materials.**

If the overage provided is not sufficient to cover any additional materials needed for new students, download the School Counts Worksheet from www.boardofed.idaho.gov/lep/LEPAAssessment.asp and fax it to the IELA Coordinator at 845-277-8104. If the materials included in your shipment do not match the materials on the packing slip, email the IELA Coordinator at ielat@tasa.com immediately.

☐ **Implement procedures to maintain test security.**

☐ **Plan training for examiners who were unable to attend a regional training workshop.**

☐ **Schedule testing sessions.**

AFTER TESTING:

For each school: (see *School Test Coordinator's Checklist*, p. 10)

☐ **Collect answer documents and all test materials.**

☐ **Complete the yellow School ID Sheet.**

List the number of student answer documents being returned on the back. Stack the envelopes with the School ID Sheet on top.

For the district: (see *District Test Coordinator's Checklist*, p. 9)

☐ **Complete the District ID Sheet, listing all materials being returned.**

☐ **Pack and ship all materials as directed on page 15.**

Ship to TASA by April 25. (Materials should be received at TASA by May 2.)

Distribution Tables for IELA Materials

To the School Test Coordinator: Use these Distribution Tables to determine, as soon as possible after receipt of your IELA materials, whether you have sufficient forms for testing all of your LEP students, as well as any LEPX students you pre-registered. If not, inform your District Test Coordinator immediately.

Grade K		
Grade	# of students	Materials to be distributed
K		___ Listening/Speaking/Reading Test Form A (1 per student) ___ Answer Sheet Form A (1 per student) ___ Examiner Manual Form A (1 per examiner) ___ Listening CD Form A (1 per examiner) ___ Scoring envelopes (1 per examiner) ___ Examiner ID Sheets (1 per examiner) All grade K Student Barcode Labels (1 per student)

Grades 1-2				
Grades	# of Beginner Students	# of Int/Adv Students	Total Students	Materials to be distributed
1-2				___ Listening Test Form B (1 per student + 1 extra per examiner) ___ Speaking Test Form B (1 per student) ___ R/W Test Form B1 (1 per Beginner student +1 extra per examiner) ___ R/W Test Form B2 (1 per Int/Adv student + 1 extra per examiner) ___ Answer Sheet Form B (1 per student + 1 extra per examiner) ___ Examiner Manuals Form B (1 per examiner) ___ Listening CD Form B (1 per examiner) ___ Paper strips & Examiner ID Sheets (1 per examiner) All grade 1-2 Student Barcode Labels (2 per student)

Grades 3-5				
Grades	# of Beginner Students	# of Int/Adv Students	Total Students	Materials to be distributed
3-5				___ Listening/Speaking Test Form C (1 per student) ___ R/W Test Form C1 (1 per Beginner student + 1 extra for demo) ___ R/W Test Form C2 (1 per Int/Adv student + 1 extra for demo) ___ Answer Booklet Form C (1 per student +1 extra for demo) ___ Examiner Manual Form C (1 per examiner) ___ Listening CD Form C (1 per examiner) ___ Scoring Envelopes (1 per examiner or per 30 students) ___ Examiner ID Sheets (1 per examiner) All grade 3-5 Student Barcode Labels (1 per student)

Distribution Tables for IELA Materials

Grades 6-8				
Grades	# of Beginner Students	# of Int/Adv Students	Total Students	Materials to be distributed
6-8				___ L/S Test Form D (1 per student + 1 extra for demo) ___ R/W Test Form D1 (1 per Beginner student + 1 extra for demo) ___ R/W Test Form D2 (1 per Int/Adv student + 1 extra for demo) ___ Answer Booklet Form D (1 per student + 1 extra for demo) ___ Examiner Manual Form D (1 per examiner) ___ Listening CD Form D (1 per examiner) ___ Scoring Envelopes (1 per examiner or per 20 students) ___ Examiner ID Sheets (1 per examiner) All grade 6-8 Student Barcode Labels (1 per student)

Grades 9-12				
Grades	# of Beginner Students	# of Int/Adv Students	Total Students	Materials to be distributed
9-12				___ L/S Test Form E (1 per student + 1 extra for demo) ___ R/W Test Form E1 (1 per Beginner student + 1 extra for demo) ___ R/W Test Form E2 (1 per Int/Adv student + 1 extra for demo) ___ Answer Booklet Form E (1 per student + 1 extra for demo) ___ Examiner Manual Form E (1 per examiner) ___ Listening CD Form E (1 per examiner) ___ Scoring Envelopes (1 per examiner or per 20 students) ___ Examiner ID Sheets (1 per examiner) All grade 9-12 Student Barcode Labels (1 per student)

Training Examiners

It is the Test Coordinator's responsibility to make sure all examiners are adequately trained before administering the IELA. The following is a suggested training plan.

Before training session, ask examiners to:

- **Read the Introduction to the IELA Examiner Manual for the grade span(s) they will be testing.**

Examiners should take notes and bring any questions they have to the training session. The General Instructions sections of the Examiner Manuals are available online at the OSBE LEP website. (If the test materials have already arrived, examiners should read the entire Examiner Manual for each of the grade spans they will be testing.)

Conduct group training session:

- **Show the Examiner Orientation PowerPoint presentation to the group.**
You may print out and use the training script available on the PPP's Notes Pages. (Open the PowerPoint presentation. Select "Print Notes Pages" as a print option.)
- **Go over the Examiner Checklist (found at the end of the General Instructions section in any IELA Examiner Manual).**
Make sure examiners understand all of the steps, and answer any questions they may have. Point out that because the answer documents for grades 1 and 2 are scannable booklets they will not fit in the Scoring Envelopes provided and should be bundled with the paper strips instead. The answer documents for all other grades go into the Scoring envelopes.
- **Emphasize the need for test security.**
 - Explain that examiners are responsible for keeping all test materials secure before, during, and after testing, until the materials are returned to the Test Coordinator.
 - Emphasize that this includes the Examiner Manual, which contains actual test questions.
 - Point out that all test materials are security coded and must be accounted for at the end of the testing period.
- **Practice scoring a speaking item.**

After training session:

- **Tell examiners that they should read through the entire Examiner Manual for each grade span they will be testing as soon as they receive the test materials.**
In particular, they should become familiar with the script and the Scoring Guides because they will be scoring oral responses during administration of the Speaking Test.
- **Tell examiners that they should be sure to listen to the Listening CD(s) they will be using, and check the sound quality of their CD player.**
Make sure students in the back of the testing room will be able to hear clearly.

Packing & Shipping Instructions

To the District Coordinator:

Make sure you have...

- ☐ received answer documents and all test materials from each participating school in your district.
- ☐ completed your District ID Sheet.

To pack your materials for return to TASA...

- ✓ Use the box(es) in which the materials were originally packed.
 - ✓ Put the examiner manuals, Listening CDs, unused materials, and non-scannable test booklets in the bottom of the box.
 - ✓ Put the stacks of Scoring envelopes (with yellow School ID Sheet on top of each stack) on top of the test materials.
 - ✓ On the very top, place the District ID Sheet.
 - ✓ If filler is needed, use scrunched up paper, not Styrofoam® (which can make the answer documents unscannable).
 - ✓ If more than one box is used, number the boxes (1 of X, 2 of X, etc.), and pack the answer documents in box #1.
 - ✓ Use the UPS return label(s) provided by TASA.
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- ⊗ Please do not use staples, rubber bands, paper clips, or Styrofoam® to organize or pack the answer documents.



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